

## **JOB DESCRIPTION**

**JOB TITLE:** Environmental Health Supervisor

**GRADE:** 22

**JOB CODE:** 3003

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under administrative direction of the environmental health director or the director of the local health department, performs work of considerable difficulty in supervising a staff of environmental health professionals engaged in a comprehensive environmental health program. The incumbent would be considered as a first-line supervisor combining supervisory and ongoing environmental health program responsibilities.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Supervises a staff of health environmentalists engaged in providing a full range of environmental health programs in an assigned area.

Assigns and monitors the work of staff in the inspection of food service establishments, tourist accommodations, swimming pools, sewage system installations and other environmental health programs.

Reviews work to monitor and correct deficiencies relative to such areas as inspection/evaluation techniques, application of existing environmental health regulations, proper completion of forms and reports, employment of accepted public relations approaches and consistency of regulatory enforcement.

Performs such personnel functions as preparing performance appraisals, approving leave and monitoring leave usage, interviewing job applicants, conducting disciplinary interviews and initiating adverse actions.

Provides on-the-job training for new personnel or for personnel demonstrating deficiencies in a certain area.

Performs environmental health activities of the senior health environmentalist and/or performs more technically sensitive environmental health activities requiring a higher degree of expertise.

Provides professional advice to local government, civic groups and individuals on problems relating to environmental health promotes public and local government interest in environmental health through lectures/speeches, films and information pamphlets.

**JOB TITLE:** Environmental Health Super. (cont'd)

**JOB CODE:** 3003

Represents the department to other governmental agencies, architects, engineers, builders, contractors to provide information and answer questions concerning environmental health procedures, laws, and regulations.

Collects statistical data, prepares and submits reports regarding department activities and operation and completes special projects.

Evaluates and recommends improvement in department operation, procedures and services.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** Position would be a first-line supervisor or equivalent supervising professional health environmentalists and support staff.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of the principles of chemistry, biology, geology, and other natural sciences as applied to environmental health.

Knowledge of state and applicable local health laws and regulations; of departmental policy, rules and regulations as applied to environmental health.

Knowledge of the methods and techniques required to perform environmental health inspections, conditions that cause and methods to prevent environmental health hazards and testing equipment applicable to environmental health inspections.

Good knowledge of the organization of and relationships among state, county, and municipal governments in matters relating to environmental health activities.

Considerable skill in communicating effectively, both orally and in writing;

Considerable ability to independently administer an environmental health program; to interpret and apply detailed regulations for a full range of professional environmental health activities or a specialized program area in a consistent and uniform manner.

Considerable ability to establish priorities, establishing guidelines and goals.

**JOB TITLE:** Environmental Health Super.(cont'd) **JOB CODE:** 3003

Ability to develop and maintain effective working relationships with managers, county authorities, and the general public.

Ability to provide assistance to environmental health professionals or supervise staff in environmental health activities.

**Minimum Education, Training, and Experience Requirements:** Bachelors degree from a college or university with a minor or the equivalent (24 semester hours) in environmental health, biological or physical sciences. Four years of experience in the environmental health field.

(Note: an individual upon employment must become registered under the provisions of KRS 223 prior to becoming a permanent employee.)

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.